

United States Bankruptcy Court - Western District of Virginia

**Reference Guide**

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Amended Proof of Claim - Do not file an amended claim if transferring or assigning a claim to another creditor. File a Transfer/Assignment of Claim from the Claims Actions menu.

Step	Action
1	Select <b>Bankruptcy &gt; File Claims</b> .
2	<p><b>Search for Creditor</b> screen will display.</p> <ul style="list-style-type: none"><li>• Enter <b>Case Number - Next</b>.</li><li>• Select the creditor by highlighting with your mouse. Choose yes or no as may be appropriate at verification pop-up screen. Proceed with Step 4.</li></ul> <p>If creditor not listed or listed at a different address, choose <b>Add Creditor</b> and proceed with Step 3.</p>
3	<ul style="list-style-type: none"><li>• Verify case number - Next.</li><li>• Enter name and address of the creditor - <b>Next</b>.</li><li>• Screen displays stating number of creditors entered - <b>Submit</b>.</li><li>• Select <b>File a Proof of Claim</b>. Refer to Step 2.</li></ul>
4	<p>The <b>Proof of Claim Information</b> screen displays.</p> <ul style="list-style-type: none"><li>• Since you are amending a previously filed claim, select <b>FIND</b> to locate the claim. A list of claims filed will appear. Click on the appropriate claim to be amended.</li><li>• Make any necessary changes to the <b>Amount Claimed</b> section.</li></ul> <p>Include additional information in the <b>Description</b> or <b>Remarks</b> section to better explain why the claim is being amended. This information will appear on the <b>Claims Register</b>. Both text fields are 60 characters long - <b>Next</b>.</p>
5	Select <b>Browse to Select the PDF Document</b> . Locate and verify the PDF document you wish to file. Select Open to attach the PDF - <b>Next</b> .
6	The Notice of Electronic Filing screen appears and your transaction is complete.